

CITY OF BURBANK

TREASURER TECHNICIAN

DEFINITION

Under direction, perform a variety of difficult and responsible accounting clerical duties, basic administrative tasks, and related work.

ESSENTIAL FUNCTIONS

Posts, checks, tabulates data and prepares reports; monitors petty cash fund, receives monies, gives receipts, reconciles bank statements and balances complex accounts; assists in budget preparation; types and proofreads a variety of forms, reports and correspondence received as oral direction or rough draft; handle all City employee's wage assignments including communicating with courts, IRS, and state agencies; organizes and makes necessary changes in the office procedure manual to ensure that it is kept current; train and/or supervise employees; function as the Assistant City Treasurer in his/her absence; Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - accounting, modern office methods, procedures and equipment; English usage, spelling, grammar, and punctuation; basic math; municipal organizations.
- Ability to - organize and maintain record keeping systems; operate a variety of office equipment, including calculator, word processor and computer terminal; plan and direct the work of others; understand and apply a wide variety of legal requirements and departmental policies; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: High school graduation or equivalent and five years recent increasingly responsible clerical work in a specialized capacity.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

Desirable Qualifications: Finance or accounting experience.